

CURRICULUM VITAE

C VIJAYAN

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OBJECTIVE To be able to contribute my knowledge and skills in my chosen field of work, by working with great sense of responsibility, dedication and hard work, such that, whatever expertise, training or skill I gain will be used for personal development and share in the further growth of the company/ institution.	
WORK EXPERIENCE Over 35 years of extensive experience in the areas of Administrative jobs and Secretarial functions in reputed and medium & large scale organizations in India and abroad.	
JANUARY 2000 TILL APRIL 2018	
Company	Al Hassan Engineering Co SAOG, Muscat, Oman
Position	Assistant Executive-Accounts
Job Profile	<ul style="list-style-type: none">➤ Responsible for providing Administrative support to Chief Financial Officer / Advisor-Finance offices➤ Performed various office tasks as needed and assigned➤ Preparing Petty Cash Vouchers using Orion ERP System➤ Responsible for Project Site Petty Cash reimbursement and clearing all site petty cash requirements➤ Prepares and compiles various departmental reports and records➤ Assisted HSE (Health, Safety & Environment) in carrying out emergency evacuation & complying with Safety guidelines
NOVEMBER 1993 TILL DECEMBER 1999	
Company	Guestline Hotels & Resorts Ltd (A division of Mahindra and Mahindra Ltd)
Position	Secretary to President
Job Profile	<ul style="list-style-type: none">➤ Provided secretarial support to President/CEO office➤ Coordinating and arranging external & internal meetings, and ensuring all relevant background material is provided➤ Take and confirm reservations over phone, email and in person; refer customer enquiries and complaints to the appropriate departments

	<ul style="list-style-type: none"> ➤ Manage travel & expense reports for senior management members ➤ General office administration, housekeeping and vehicles maintenance ➤ Co-ordination within the organization amongst divisional / departmental heads for various activities
NOVEMBER 1988 TILL NOVEMBER 1993	
Company	Bhoruka Goldhofer Trailers Pvt Ltd, Bangalore
Position	Secretary
Job Profile	<ul style="list-style-type: none"> ➤ Responsible for administration and clerical activities of departments ➤ Answering phone calls, preparing reports and compiling files ➤ Schedule and coordinate meetings, appointments and travel arrangements for Supervisors & Managers ➤ Preparing review report and submission to Head Office ➤ Taken care of induction / orientation aspects of newly joined employees
FEBRUARY 1986 TILL NOVEMBER 1988	
Company	Asiatic Industrial Gases Ltd
Position	Steno-Typist
Job Profile	<ul style="list-style-type: none"> ➤ Answer phone calls in a professional and responsive manner ➤ Taking dictation; maintaining store of office supplies ➤ Preparing Tenancy Contracts ➤ Submission of Monthly Report to Corporate Office ➤ Maintain the general filing system and file all correspondence
ACHIEVEMENTS & SKILLS	
<ul style="list-style-type: none"> ➤ Effectively manage different responsibilities simultaneously ➤ Effective working relationship with staff as well as external agencies ➤ Enthusiastic in learning new things ➤ Aspiration to work on challenging work ➤ Quick learning, honest, hardworking and fast learner 	
COMPUTER SKILLS	
<ul style="list-style-type: none"> ➤ MS Word ➤ MS Excel ➤ MS Power Point 	

QUALIFICATION	
<ul style="list-style-type: none"> ➤ B.A ➤ Passed Intermediate English Shorthand ➤ Passed Junior English Shorthand 	
PERSONAL INFORMATION	
Date of Birth	31-05-1961
Marital Status	Married
Languages known	Malayalam, Kannada, Tamil, English and Hindi